

Clallam County Heritage Grant Program 2023 Application Form Check List and General Information

	2025 Application Form Check List and General Information					
Grant A	Grant Applications are due Wednesday, February 22, 2023 before 12:00 pm (Noon)					
	Deliver to Room 150, Clallam County Court House, 223 East 4 th Street, Port Angeles, WA.					
	Late applications will not be accepted or considered.					
	Incomplete applications or wrong format will not be accepted or considered.					
	Copy format: Single sided, not stapled, 12-point font, 8.5 x 11" paper size					
The fol	owing should be included:					
	One original, signed, completed application, and one additional copy.					
	Completed budget forms					
	Bids, cost estimates, and/or condition assessments					
	Additional support materials such as resumes, brochures, news articles, references, work samples, etc. are optional. Support materials shall be no more than 10 pages in length					
	W-9 form if you have not previously received grant funding funds from Clallam County					
	Non-profits must submit the most current IRS Form 990 Return or Organization Exempt from Income tax.					
	If the applicant is a non-profit organization, copy of the current registration with the Secretary of State or Form $501(c)(3)$					
For pro	jects relating to historic buildings and/or capital improvements:					
	If a historic preservation project, confirmation that the building is on a Historic Register					
	Digital photographs illustrating the need for the funding – a "Before" picture.					
	A prevailing wage statement of intent from the Washington State Department of Labor & industries.					

Clallam County Heritage Grant Program

2023 Application Form

1. Summary

	A. Project Title:	
	B. Project Description: (Four lines maximum – brief overview)	
	C. <u>Project Type</u> (1)Public Programming, (2)Capital impro Collections Management, (4)Training.	vements and Equipment, (3)
	D. Heritage Grant Funds Requested Amount:	
2. Pr	roject Applicant	
	Organization:	
	Authorized Official:	Title
	Project Leader:	
	Primary Contact:	
	Organization Address:	
	Phone:	Fax
	E-mail address:	
	Federal Tax ID	
	Non-profit status: YesNo	
3. Pr	roject Details: Use a separate sheet of paper to answer these ques	tions.
	A. Clearly describe the project and its goals	
	B. Explain the historical significance or heritage content of your pro	pposed project
	C. Why is your proposed project a priority?	
	D. What is the intended public benefit of this project to the commu	unity?
	E. How will you document your project?	
	F. Describe the sequence of steps needed to complete your project	t. Include previous

planning and completed preparations.

G. List other sources made available for the project (i.e., other grants, budgeted funds, gifts, materials, equipment, in-kind volunteer labor). List any partnerships with other organizations.

4. Budget Request: Expenditures and Income

The budget request needs to make clear the use of the funds requested. The budget request may be subdivided into steps that would allow funding a portion of the proposed project. Itemize and describe each step (if there is more than one step), include cost of each item, number of each, and total amount. For each step of the project describe the step, including cost per each item, number of each, total amount.

- a. Step description What is to be accomplished.
- b. Requested Heritage Grant Funds Break down expenditure steps by category to include rate of pay, cost of materials, etc.
- c. Cash Match Income for proposed project only e.g., budgeted sources, fund raising, etc.
- d. In-kind Contributions include cash value of donated materials, equipment, and services. e.g., Labor @ \$37/hr., equipment, etc.
- e. Total Step Expenditure The total expenditures must equal total income including in-kind contributions and other cash income

a. Step Description	b. Requested Grant Funds	c. Cash Match Income	d. In-kind Contributions	e. Total Project Expenditures
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Use additional paper if needed.

Sum	Total	

Signature of Project Lead	Date	
Signature of Authorized Official/ Title	Date	

The signatories declare that they are authorized officials of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purpose set forth herein.

MAIL / DELIVER APPLICATION PACKET TO:

Clallam County Heritage Grant Program Commissioners Office 223 East 4th St, Suite 4/Room 150 Port Angeles, WA 98362 360-417-2233

HERITAGE GRANT INFORMATION

rachel.weed@clallamcountywa.gov

WEBSITE:

https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB